

Mobile Home Relocation Assistance Program



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

You must submit final receipts, after your home is moved, to be reimbursed.

How do I apply?

Please call the Office of Manufactured Housing automated services request line (number below, right) to receive information and an application. Submit your completed application, a copy of the closure notice, proof of park residency prior to the closure notice (such as a rental agreement, or a rent receipt or dated mail delivered to your mobile home space address **prior** to the park closure notice), a W-9 form, verification of your income and copies of receipts or invoices of actual relocation expenses. Assessment of eligibility will occur after we receive the application and documentation establishing your income and residency in the park prior to the closure notice. Reimbursement will occur after we receive copies of receipts for your moving expenses.

Estimates and quote sheets are NOT receipts.

Who is eligible for assistance?

Low-income individuals who owned and lived in their mobile/manufactured home in a Mobile Home Park when the initial notice of closure was issued, and removed their home. Assistance is prioritized for residents of parks closed due to health and safety issues or due to park owner fraud. All other disbursements are on a first-come, first-served basis.

What if I don't have the money to pay for the move?

CTED will notify transporters, at the homeowner's request, regarding the homeowner's eligibility and of our commitment to pay the homeowner relocation expenses for transporting their home. Once you are eligible for relocation assistance, you are reimbursed for your actual costs up to the maximum allowed for the size of your home after your move is complete. An application "on file" does not reserve financial assistance.

Will CTED send the check to transporters?

Since the law stipulates the relocation fund must pay the mobile home owner for expenses, we are unable to pay transporters directly. However, at the homeowner's written request, we will add the transporter's name to the check.

RCW 59.21 requires a park closure notice be provided in writing to:

- all tenants,
- the auditor for the county where the park is located, and
- Washington State CTED.

Notice of closure must be posted at all park entrances. A copy must be provided with all month-to-month rental agreements signed after the original closure notice is issued.

What relocation expenses are usually reimbursable?

Expenses directly related to the relocation of your home are eligible. This includes but is not limited to: removal of attached awnings, decks, and/or stairs and preparation for transport, moving the home, permits required for moving or installation, re-installation of home at new location, hook-ups to all utilities, rental of equipment necessary for moving, repair of any damage caused during transport, and re-attachment of previously attached structures. There may be other eligible expenses up to the maximum allowed for the size of the home.

If an eligible applicant's home is unrelocatable but removed from the closing park and demolished, costs for another manufactured home are reimbursable expenses.

What relocation expenses are NOT usually reimbursable?

Moving of separate buildings, landscaping, purchase of tools, property taxes, and renovations or upgrades not required for relocation. For more information regarding eligible and ineligible expenses, contact the office at the number listed.

Address for the Office of Manufactured Housing Relocation Assistance Program:

CTED, Housing
OMH Relocation Program
PO Box 42525
Olympia, WA 98504-2525

Automated Services Request Line:

1-800-964-0852 (Washington State only) or
(360) 725-2971